

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
R398100

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location TWIN CITIES, MN		5. Duty Station		6. OPM Certification No.	
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is: <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input type="checkbox"/> Neither	
12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code		14. Agency Use		15. Claimed/Graded by		Official Title of Position	
16. U.S. Office of Personnel Management		17. Department, Agency or Establishment		18. Second Level Review		19. First Level Review		20. Recommended by Supervisor or Initiating Office	
		(51)		Supervisory Fishery Biologist		GS		482	
				Fishery Biologist (Management)		GS		482	
								13	
								FWD 8/6/98	

16. Organizational Title of Position (if different from official title)		17. Name of Employee (if vacant, specify)	
18. Department, Agency, or Establishment Department of the Interior		c. Third Subdivision	
a. First Subdivision U.S. Fish and Wildlife Service		d. Fourth Subdivision	
b. Second Subdivision Region 3		e. Fifth Subdivision	
19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.		Signature of Employee (optional)	

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature	Date	Signature	Date

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classification/Grading Decision Standard Position Description R398100 Position Class Standard for GS-482/486 TS-101, 1/91 GSSG	
Information for Employees: The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	

23. Position Review		Initials		Date		Initials		Date		Initials		Date	
a. Employee (optional)													
b. Supervisor													
c. Classifier													

FL GS-13

- Supervisor Copy
- Employee copy
- OPF(L) Copy
- Classification Copy

INTRODUCTION

The incumbent serves as a Project Leader for a complex fishery management assistance operation involving ranking fisheries management biologists with overall supervision by the Assistant Regional Director (ARD). The position has lead responsibilities for directing, organizing, developing, and motivating a staff of professionals, who are in turn responsible for professional and scientific work associated with the conservation, preservation, restoration, and management of fishery and wildlife resources. The position requires working with statisticians, fish hatchery managers, ecologists, computer scientists, refuge managers, endangered species specialists, and other biological discipline to accomplish a complete ecosystem approach and analysis of day-to-day and long term projects as they fit into overall Service objectives in the region. Through these various disciplines the field season planning of projects is accomplished. The incumbent has direct responsibility for implementing Regional policies, budgets, operating plans, evaluation methods and administrative procedures for fishery resource management and fishery & wildlife management assistance program operations within incumbent's area of responsibility..

A. Duties

- Provides administrative and managerial leadership in fishery management issues and opportunities relating to program implementation through the fishery resource office and in cooperation with other fishery coordinators. These cooperators are state and tribal agencies, technical committees within the Great Lakes and Upper Mississippi River basins, and local planning groups. Incumbent serves as an expert agency management representative on various Fish Technical Committees of the Great Lakes Fishery Commission and the Upper Mississippi River Coordination Committee to negotiate projects, administer projects and result preparation, and recommend adoption of report recommendations based on compliance review of law and Service policy.
- Prepares strategic and operational plans for area of responsibility to implement fishery and wildlife management program activities, in context of national and Region 3 fishery resource management and fishery & wildlife management assistance program policy and guidance. This work requires knowledge of administrative procedures and the ability to secure funding and personnel resources.
- Prepares annual station budget and operational plans for area of responsibility. Areas of responsibility are defined on a geographic basis and special coordination responsibilities assigned to those areas (see attachment).
- Guides and implements regional policy and guidance relative to the conduct of fishery and wildlife management program activities.

- Analyzes changing environmental situations utilizing new research data and state-of-the-art assessment techniques determine their impact on primary goals and objectives that have been established for the protection, conservation, management, and propagation of fishery resources, and develops recommendations for implementation.
- Responds to a variety of Congressional and public inquiries, and coordinates the preparation and distribution of briefings, reports, and other documentation per fishery resource management and fishery & wildlife management assistance program responsibilities and commitments as requested by management. These responsibilities and commitment are part of our continuing partnership efforts with states, tribes, and international organizations to provide technical assistance on measurement of fish stocks, impacts to fisheries from changing environmental conditions, technical committee membership on committees which include fishery managers from around the region and Canada, and analyzing and compiling data to provide guidance on management plans to control or manage fish species.
- Provides technical leadership and guidance to field staff in the effective conduct of fishery and wildlife management and management assistance activities such as sampling for exotic species, monitoring fish movements, assessing population viability, recommending habitat modifications or control techniques, and coordinating issues and activities between stations, tribes, States, other Federal agencies, international organizations, and other interagency groups.
- Provides technical leadership and guidance directly as well as to fisheries field staff concerning the provision of technical assistance to partners within and outside of the Service, coordinating issues and activities on an inter-program and interagency basis as necessary. Must resolve problems related to fish conservation, preservation, and propagation problems resistant to previously accepted methods and practices.
- Plans, executes, and evaluates public outreach activities associated with the Service's fishery resource management and fishery & wildlife management assistance program activities in area of responsibility.
- Responsible for development of a professional staff.
- Prepares written reports with management recommendations for action, and ensures follow up to recommendations tendered.
- Responsible for implementing trust responsibilities of the Department of Interior related to the Federally listed threatened and endangered species, tribal commitment for assistance, and interjurisdictional fish.

- Coordinates and consults with other Service geographic area and program staff, and with ecosystem coordinators, on administrative, scientific and technical matters associated with fishery and wildlife resource management, fish genetics and brood stock management, fish propagation and fish health, and on joint activities addressing resource management goals and priorities.
- Coordinates fishery and wildlife management assistance program issues and activities directly with the Regional Office, Native American tribal governments, States, and a wide array of non-governmental organizations.

B. Factors:

1. Knowledge Required By The Position

- Mastery of the science of fishery biology and application of the principles sufficient to direct the Service's fishery efforts and new fishery programs, developing new approaches or adapting existing principles to solving management problems relating to the extensive fishery resources throughout the north central United States. Knowledge is required to provide technical leadership in fish community objectives proposed by various partners such as state and tribal agencies through committees on which incumbent represents the agency as technical and managerial expert.
- Comprehensive professional knowledge of fish genetics, fish culture techniques, fish health management, fisheries biology and fisheries and wildlife management to provide expert technical leadership and coordination within the Service and to outside entities. Cross disciplinary knowledge is used to resolve problems on a large geographic scale such as the Great Lakes Basin, Upper Mississippi River and Ohio River systems related to fish conservation, preservation, and propagation which have been resistant to accepted practices and methods.
- Interdisciplinary knowledge of other life sciences, physical sciences, and engineering sufficient to understand and coordinate a variety of natural resource conservation and management activities.
- Highly developed written and oral communication skills to convey information about federal functions and activities; provide clear and concise technical reports; resolve conflicts; negotiate agreements; and interpret laws, regulations, and administrative rules as an expert agency representative on committees of the Great Lakes Fishery Commission and Upper Mississippi Conservation Committee.

- Ability to administer a large and varied work program, including management of the technical and administrative staff, budget, property, facilities, public policy programs, and resources from other agencies.
- General understanding of Federal, state, and tribal policies, procedures, and regulations pertaining to fisheries management, fish production, and fish health.
- Ability to apply comprehensive knowledge of resource planning principles and practices and their application in the development of long range resource management plans in context of fishery and wildlife resource management program activities and national priorities and impact in a 5 to 10 year planning arena.
- Ability to independently identify information needed to solve problems, and to select techniques and establish processes for carrying out a broad variety of challenging and precedent setting assignments.

2. Supervisory Controls:

Supervision is received from the Assistant Regional Director (ARD) who presents very broad objectives on what must be accomplished. Incumbent and supervisor, in consultation, develop plans, projects, and deadlines, selecting approaches and methods. The incumbent performs as an expert in fishery biology, and therefore is expected to perform work with a high degree of independence and latitude for judgement. The results of the work are considered authoritative and normally accepted without significant change. Assignments are subject to review for policy and precedent implications, and they are limited only in terms of available staff and resources.

3. Guidelines:

Guidelines exist in terms of Public Law, Federal statutes, general policy statements, manuals, management plans, and historical records on fishery and wildlife management, National Fish Hatchery and fish health program activities. In many cases, guidelines are in a form that requires extensive interpretation. A high degree of judgment is required in adapting available guidelines to given work situations, particularly in those situations where guidelines or precedents are at variance with a particular approach. The incumbent is required to interpret guidelines and develop new or modified techniques for special situations in order to arrive at approaches, methods and conclusions appropriate to actual resource problems.

4. Complexity:

The incumbent provides the Region's primary level of leadership in the administration, management, and technical operations of a Fishery Resource Office dealing with a broad and

complex array of aquatic resource management issues in a variety of habitats. The work is highly varied requiring many different and unrelated processes that often require the intensive involvement of external partners including states, management compacts, Native American governments, treaty authorities, and a variety of non-governmental organizations. Work outputs are often under close scrutiny by special interest groups with contrasting objectives. This function requires exercising broad judgement and substantial experience. An unusually high degree of professional knowledge, originality, and creativity is required.

The work is highly analytical and requires problem solving related to highly complex biological issues where state-of-the-art techniques are applied. The application of these techniques requires the incumbent to have a personal knowledge and training to implement these techniques in terms of policy development and guidance. The employee is concurrently responsible for assignments that require extensive fact finding, negotiation, coordination and planning that involves varied jurisdictions and sensitivity to national and international relations. The employee must be alert to changing situations, conflicting objectives, and controversy, and must determine whether existing policies and procedures are adequate. Some program issues are precedent setting, highly controversial, or require sensitive treatment. Therefore, the employee must be versatile and innovative in identifying and defining problems, and selecting and implementing approaches.

5. Scope and Effect:

Incumbent independently directs, controls, and appraises the effectiveness of fisheries program operations on a daily basis. Coordination and daily communication of activities are essential to assure internal consistency. Employee's decisions and recommendations have considerable impact on Regional programs and management of the fisheries resources in the assigned area. Results of employee's work directly and extensively influence the effectiveness and acceptability of Regional goals, programs, and activities.

The work requires the incumbent to solve critical and unusual problems, determine validity and soundness of plans, and provide technical and administrative leadership to a subordinate staff operating in several states. Decisions affect the operations, resources, and public interests to the extent that efforts may generate national and international policies or may impact a large segment of the public or special interest groups.

6. Personal Contacts:

Contacts are with other Service employees, representatives of other Federal agencies, Canadian officials, members of Congress, Native American tribal governments, States, universities, private individuals, non-government agencies, and interagency entities.

7. Purpose of Contacts:

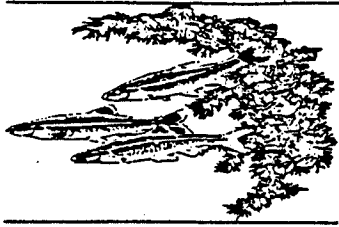
Contacts are maintained for the purpose of exchanging information and ideas, establishing and carrying out program goals and objectives, coordinating work efforts and plans, assessing the adequacy of plans and activities, and providing technical advice, directions, assistance and guidance in such settings as conferences, negotiating sessions, and meetings. The incumbent represents the Service on fishery resource management and fishery & wildlife management assistance program operations at the request of the Regional Office. Contacts involve influencing or persuading subject matter experts to adopt a course of action or change direction in a particular resource activity based on considerations related to fish community objectives. The employee is required to be an established authority in the fields of fishery resource management to influence and persuade peers, and other U.S. and Canadian officials and State agency officials, as well as to ensure achievement of program goals which impact Regional and National goals.

8. Physical Demands:

The work is both indoors and outdoors. The work requires intermittent physical exertion; such as, walking over wet, rough, uneven, or slippery surfaces; bending, crouching, stooping, stretching, reaching, or similar activities. The work requires average agility and dexterity. Frequent travel is required.

9. Work Environment:

The work is usually performed in an office setting. Some exposure to discomfort (e.g., extreme heat or cold) may be encountered in field trips. The incumbent is expected to conduct duties in a safe and orderly manner so as to not endanger self, fellow workers, or property with which entrusted.



R398100

Region 3 Fishery Resources Offices

Geographic Areas of Coverage and Special Coordination Responsibilities

Alpena, Michigan

1. The portion of the Great Lakes Basin including Lake Huron, Lake Erie and waters connecting these two lakes. 2. Inland waters of Michigan. 3. Land and waters governed by, or related to the reserved fishing and hunting rights of: Bay Mills Indian Community; Sault Ste. Marie Tribe; Grand Traverse Band; Little Traverse Bay band; Little River band; and Saginaw Chippewa Tribe. 4. A portion of the lands and waters of the 1836 Ceded Territory. 5. Lead coordinator for the Chippewa-Ottawa Treaty Management Authority

Ashland, Wisconsin

1. The Lake Superior Basin. 2. Inland waters in northern Wisconsin and northern Minnesota. 3. Lands and waters governed by, or related to the reserved hunting and fishing rights of: Nett Lake/Bois Forte; Fond du Lac; Grand Portage; Leech Lake; Red Lake; Keweenaw Bay Indian Community; Lac Vieux Desert Band; Bad River Band; Lac Courte Orielles; Lac du Flambeau Band; Mole Lake; Red Cliff Band; and St. Croix Chippewa. 4. A portion of the lands and waters of the 1836, 1837, 1842, and 1854 Ceded Territories. 5. Lead coordinator for the Great Lakes Indian Fish and Wildlife Commission and the 1854 Treaty Authority. 6. Great Lakes brook trout restoration lead. 7. Great Lakes Aquatic Nuisance Species control lead.

Cartersville, Illinois

1. The Ohio River Valley Ecosystem. 2. The lower portion of the Upper Mississippi River Ecosystem. 3. The upper portion of the Lower Mississippi River Ecosystem. 4. Inland waters of Illinois, Indiana and Ohio.

Columbia, Missouri

1. The Lower Missouri River Ecosystem. 2. A portion of the Upper Mississippi River Ecosystem. 3. A portion of the Arkansas/Red Rivers Ecosystem. 4. A portion of the Ozarks Watersheds Ecosystem. 5. Inland waters of Missouri. 6. Most of the inland waters of Iowa.

Green Bay, Wisconsin

1. The Lake Michigan Basin. 2. Inland waters of central and northern Wisconsin. 3. Lands and waters governed by, or related to the reserved hunting and fishing rights of: Hannahville Indian Community; Forest County Potawatomi; Oneida; Sakaogon Chippewa; and Stockbridge Munsee Tribe. 4. A portion of the lands and waters of the 1836 Ceded territory. 5. Great Lakes databases and fisheries analysis lead. 6. Great lakes lake trout restoration lead.

LaCrosse, Wisconsin

1. The Mississippi River Headwaters Ecosystem. 2. The upper portion of the Upper Mississippi River Ecosystem. 3. Inland waters of northern Iowa. 4. Inland waters of central and southern Wisconsin. 5. Inland waters of central and southern Minnesota. 6. Lands and waters governed by, or related to the reserved fishing and hunting rights of: Sac and Fox Tribe; Mille Lacs; Prairie Island Mdewakanton; White Earth; Upper Sioux; Lower Sioux; Shakopee Mdewakanton; Ho-Chunk Nation; and Menominee. 6. A portion of the lands and waters of the 1837 Ceded Territory. 7. Region 3 Aquatic Nuisance Species Coordinator.